



# ORANGE COUNTY FIRE AUTHORITY

## AGENDA

Pursuant to the Brown Act, this meeting also constitutes a meeting of the Board of Directors.

### EXECUTIVE COMMITTEE REGULAR MEETING

Thursday, May 26, 2016  
5:30 P.M.

#### Regional Fire Operations and Training Center Board Room

1 Fire Authority Road  
Irvine, CA 92602

This Agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action or discussion shall be taken on any item not appearing on the following Agenda. Unless legally privileged, all supporting documents, including staff reports, and any writings or documents provided to a majority of the Executive Committee after the posting of this agenda are available for review at the Orange County Fire Authority Regional Fire Operations & Training Center, 1 Fire Authority Road, Irvine, CA 92602 or you may contact Sherry A.F. Wentz, Clerk of the Authority, at (714) 573-6040 Monday through Thursday, and every other Friday from 8 a.m. to 5 p.m. and available online at <http://www.ocfa.org>

If you wish to speak before the Fire Authority Executive Committee, please complete a Speaker Form identifying which item(s) you wish to address. Please return the completed form to the Clerk of the Authority prior to being heard before the Committee. Speaker Forms are available at the counters of both entryways of the Board Room.



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the Clerk of the Authority at (714) 573-6040.

#### CALL TO ORDER

INVOCATION by OCFA Chaplain Harry Robinson

PLEDGE OF ALLEGIANCE by Director Murray

#### ROLL CALL

**1. PRESENTATIONS**

No items.

**REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR****REPORT FROM THE HUMAN RESOURCES COMMITTEE CHAIR****PUBLIC COMMENTS**

Resolution No. 97-024 established rules of decorum for public meetings held by the Orange County Fire Authority. Resolution No. 97-024 is available from the Clerk of the Authority.

Any member of the public may address the Committee on items within the Committee's subject matter jurisdiction but which are not listed on this agenda during PUBLIC COMMENTS. However, no action may be taken on matters that are not part of the posted agenda. We request comments made on the agenda be made at the time the item is considered and that comments be limited to three minutes per person. Please address your comments to the Committee as a whole, and do not engage in dialogue with individual Committee Members, Authority staff, or members of the audience.

The Agenda and Minutes are now available through the Internet at [www.ocfa.org](http://www.ocfa.org). You can access upcoming agendas on the Monday before the meeting. The minutes are the official record of the meeting and are scheduled for approval at the next regular Executive Committee meeting.

**2. MINUTES****A. Minutes from the April 28, 2016, Regular Executive Committee Meeting**

Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Action:

Approve as submitted.

**3. CONSENT CALENDAR**

*All matters on the consent calendar are considered routine and are to be approved with one motion unless a Committee Member or a member of the public requests separate action on a specific item.*

**A. Monthly Investment Reports**

Submitted by: Tricia Jakubiak, Treasurer

**Budget and Finance Committee's Recommendation: APPROVE**

Recommended Action:

Receive and file the reports.

**B. Third Quarter Financial Newsletter**

Submitted by: Lori Zeller, Assistant Chief/Business Services Department

**Budget and Finance Committee's Recommendation: APPROVE**

Recommended Action:

Receive and file the report.

**END OF CONSENT CALENDAR**

**4. DISCUSSION CALENDAR**

**A. Award of RFP #JA2059 for Pre-employment and Internal Affairs Investigative Services**

Submitted by: Brian Young, Assistant Chief/Organizational Planning Department

**Human Resource Committee’s Recommendation: APPROVE**

Recommended Actions:

1. Approve an agreement with RCS Investigations and Consulting for Pre-employment Background Investigations in an amount not to exceed \$100,000 annually.
2. Approve an agreement with Van Dermyden Maddux Investigations Law Firm for Internal Affairs Investigative Services in an amount not to exceed \$50,000 annually.
3. Approve an agreement with Sintra Group for both Pre-employment Background Investigations and Internal Affairs Investigative Services in an amount not to exceed \$150,000 annually (\$100,000 for Pre-employment and \$50,000 for Internal Affairs Services).
4. Approve and authorize the Purchasing Manager to redistribute or adjust the \$300,000 between the three contracts as requested by the department so long as the aggregate amount does not exceed \$300,000 annually and to approve two additional renewal options based on need and contract performance.

**COMMITTEE MEMBER COMMENTS**

**CLOSED SESSION**

No items.

**ADJOURNMENT** – The next regular meeting of the Executive Committee is scheduled for Thursday, June 23, 2016, at 5:30 p.m.

**AFFIDAVIT OF POSTING**

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted in the lobby, front gate public display case, and website of the Orange County Fire Authority, Regional Fire Training and Operations Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting. Dated this 19<sup>th</sup> day of May 2016.

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Sherry A.F. Wentz, CMC  
Clerk of the Authority

**UPCOMING MEETINGS:**

|   |                                     |
|---|-------------------------------------|
| Human Resources Committee Special Meeting | Tuesday, June 7, 2016, 12:00 noon   |
| Budget and Finance Committee Meeting      | Wednesday, June 8, 2016, 12:00 noon |
| Claims Settlement Committee Meeting       | Thursday, June 23, 2016, 5:00 p.m.  |
| Executive Committee Meeting               | Thursday, June 23, 2016, 5:30 p.m.  |
| Board of Directors Meeting                | Thursday, June 23, 2016, 6:00 p.m.  |

# MINUTES ORANGE COUNTY FIRE AUTHORITY

**Executive Committee Regular Meeting  
Thursday, April 28, 2016  
5:30 P.M.**

**Regional Fire Operations and Training Center  
Board Room  
1 Fire Authority Road  
Irvine, CA 92602**

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## **CALL TO ORDER**

Chair Hernandez called the regular meeting of the Orange County Fire Authority Executive Committee to order at 5:31 p.m. on April 28, 2016.

## **INVOCATION**

Chaplain Jeff Hetschel offered the invocation.

## **PLEDGE OF ALLEGIANCE**

Director Shawver led the assembly in the Pledge of Allegiance to our Flag.

## **ROLL CALL**

**Present:** Noel Hatch, Laguna Woods  
Gene Hernandez, Yorba Linda  
Jerry McCloskey, Laguna Niguel  
Dwight Robinson, Lake Forest (Alternate)  
Edward Sachs, Mission Viejo (Alternate)  
David Shawver, Stanton  
Elizabeth Swift, Buena Park

**Absent:** Carol Gamble, Rancho Santa Margarita  
Jeffrey Lalloway, Irvine  
Al Murray, Tustin  
Todd Spitzer, County of Orange

## **Also present were:**

|                                     |                                       |
|-------------------------------------|---------------------------------------|
| Fire Chief Jeff Bowman              | Assistant Chief Dave Thomas           |
| Assistant Chief Lori Zeller         | Assistant Chief Mike Schroeder        |
| Assistant Chief Brian Young         | Assistant Chief Lori Smith            |
| General Counsel David Kendig        | Sandy Cooney, Communications Director |
| Clerk of the Authority Sherry Wentz |                                       |

## **1. PRESENTATIONS**

No items.

### **REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR (F: 12.02.A6)**

Budget and Finance Committee Chair McCloskey reported at its April 13, 2016, meeting, the Committee voted unanimously to receive and file the Quarterly Status Update on the Orange County Employees' Retirement System and the Communication with Auditors for FY 2015/16 Financial Audit Report, and to send the Quarterly Purchasing Report and the Monthly Investment Reports to the Executive Committee for its approval, and to send the Proposed New Purchasing Ordinance to the Board of Directors for its approval.

### **REPORT FROM THE HUMAN RESOURCES COMMITTEE CHAIR (F: 12.02.A6)**

Human Resources Committee Chair Shawver reported at its April 5, 2016, the Committee voted unanimously to receive and file the Annual Fraud Hotline, Professional Standards Unit Progress, and Paid Administrative Leave Reports, and to send the Professional Labor Negotiation Services, to the Executive Committee for its approval. The Committee received a presentation by Fire Chief Bowman and staff regarding the Structure of the Human Resources Department, as well as key Human Resources projects that are underway, discussed a draft policy for processing complaints against the Fire Chief, and directed Legal Counsel to revise the policy for further consideration at its May special meeting. The frequency of the HR Committee meetings was discussed, and it was determined that regular meetings will continue to be held on a quarterly-basis; however, as it is the Human Resource Committee's option, special meetings will be held in May and June.

### **PUBLIC COMMENTS (F: 12.02A3)**

Stephen Wontrobki, Mission Viejo resident, addressed censorship of public comments, access to public records, and that he's never "directed" Board Members assignments, but makes recommendations.

Director Robinson arrived at this time (5:41 p.m.).

## **2. MINUTES**

### **A. Minutes from the March 24, 2016, Regular Executive Committee Meeting (F: 12.02A2)**

On motion of Director Shawver and second by Director McCloskey, the Executive Committee voted unanimously by those present to approve the Minute of the March 25, 2016, Regular Executive Committee meeting as submitted.

Directors Sachs and Robinson were recorded as abstentions, due to their absence from the meeting.

### **3. CONSENT CALENDAR**

#### **A. Monthly Investment Reports (F: 11.10D2)**

On motion of Director McCloskey and second by Director Shawver, the Executive Committee voted unanimously by those present to receive and file the reports.

#### **B. Quarterly Purchasing Report (F: 11.10H1)**

On motion of Director McCloskey and second by Director Shawver, the Executive Committee voted unanimously by those present to receive and file the report.

#### **C. Professional Labor Negotiation Services (F: 17.10J1)**

On motion of Director McCloskey and second by Director Shawver, the Executive Committee voted unanimously by those present to extend the existing contract with Liebert Cassidy Whitmore for one additional year (July 1, 2016, to June 30, 2017), at an annual amount not to exceed \$100,000.

#### **D. Cooperative Purchase to Upgrade OCFA Telephone System (F: 19.08A1)**

On motion of Director McCloskey and second by Director Shawver, the Executive Committee voted unanimously by those present to:

1. Approve and authorize the Purchasing Manager to issue a purchase order to AT&T in the amount of \$56,403.21, for the purchase of computer equipment, software, and professional services to upgrade the Fire Authority's administrative telephone system using the Fast Open Contracts Utilization Services Cooperative Purchasing Agreement.
2. Approve and authorize the Purchasing Manager to establish a blanket order contract with AT&T for the hardware and software maintenance of the administrative telephone system for a three (3) year term for an aggregate not to exceed amount of \$115,000.

#### **E. Award of Contract for Alphanumeric Pagers – Bid SC2108 (F: 19.08A1a)**

On motion of Director McCloskey and second by Director Shawver, the Executive Committee voted unanimously by those present to approve and authorize the Purchasing Manager to award a blanket order to Leavitt Communications for the purchase and repair of Apollo alphanumeric pagers for an amount not to exceed \$39,000 annually for up to three years.

**F. Award of Contracts for Off-Site Plan Review Services - RFP RO2101 (F: 17.10E1)**

On motion of Director McCloskey and second by Director Shawver, the Executive Committee voted unanimously by those present to:

1. Approve and authorize the Fire Chief to sign Professional Service Agreements with Hayer Consultants, Dennis Grubb and Associates, and CSG Consultants for off-site plan review services for an annual amount not to exceed \$130,000 for up to three years.
2. Approve and authorize the Purchasing Manager to establish blanket order contracts with the following firms: Hayer Consultants \$50,000, Dennis Grubb and Associates \$50,000 and CSG Consultants \$30,000.
3. Additionally, authorize the Purchasing Manager to redistribute or adjust the annual amount between the three vendors as requested by the department so long as the aggregate amount does not exceed \$130,000 annually.

**G. Approval of Job Title Change from Wildland Fire Defense Planner to Wildland Resource Planner (F: 17.18) (X: 17.10E)**

On motion of Director McCloskey and second by Director Shawver, the Executive Committee voted unanimously by those present to adopt the recommended job title change from Wildland Fire Defense Planner to Wildland Resource Planner.

**END OF CONSENT CALENDAR**

**4. DISCUSSION CALENDAR**

No items.

**COMMITTEE MEMBER COMMENTS (F: 12.02A4)**

Director Shawver thanked Fire Station 46 for its participation in Stanton's "Youth-in-Government Day."

**CLOSED SESSION**

No items.

**ADJOURNMENT** – Chair Hernandez adjourned the meeting at 5:43 p.m. The next regular meeting of the Executive Committee is scheduled for Thursday, May 26, 2016, at 5:30 p.m.

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Sherry A.F. Wentz, CMC  
Clerk of the Authority



Orange County Fire Authority  
**AGENDA STAFF REPORT**

Executive Committee Meeting  
May 26, 2016

Agenda Item No. 3A  
Consent Calendar

**Monthly Investment Reports**

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**Contact(s) for Further Information**

|   |  |              |
|---|--|--------------|
| Tricia Jakubiak, Treasurer<br>Treasury & Financial Planning | <a href="mailto:triciajakubiak@ocfa.org">triciajakubiak@ocfa.org</a> | 714.573.6301 |
| Jane Wong, Assistant Treasurer                              | <a href="mailto:jane Wong@ocfa.org">jane Wong@ocfa.org</a>           | 714.573.6305 |

**Summary**

This agenda item is a routine transmittal of the monthly investment reports submitted to the Committee in compliance with the investment policy of the Orange County Fire Authority and with Government Code Section 53646.

**Prior Board/Committee Action – Committee Recommendation: *APPROVE***

At its regular May 11, 2016, meeting, the Budget and Finance Committee reviewed and unanimously recommended approval of this item.

**RECOMMENDED ACTION(S)**

Receive and file the reports.

**Impact to Cities/County**

Not Applicable.

**Fiscal Impact**

Not Applicable.

**Background**

Attached is the final monthly investment report for the month ended March 31, 2016. A preliminary investment report as of April 22, 2016, is also provided as the most complete report that was available at the time this agenda item was prepared.

**Attachment(s)**

Final Investment Report – March 2016/Preliminary Report – April 2016



# ***Orange County Fire Authority Monthly Investment Report***



***Final Report – March 2016***

***Preliminary Report – April 2016***



## ***Monthly Investment Report Table of Contents***

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***Orange County Fire Authority***

***Final Investment Report***

***March 31, 2016***



## **EXECUTIVE SUMMARY**

### ***Portfolio Activity & Earnings***

During the month of March 2016, the size of the portfolio increased by \$4.7 million to \$170.9 million. Significant receipts for the month included the fifth apportionment of secured property taxes in the amount of \$12.8 million and various contract and grant payments and charges for current services totaling \$11.7 million. Significant disbursements for the month included primarily two biweekly payrolls, which were approximately \$9.0 million each with related benefits. Total March cash outflows for operating expenditures amounted to approximately \$21.2 million. The portfolio's balance is expected to increase significantly in the following month as the next major property tax receipt is scheduled in April.

In March, the portfolio's yield to maturity (365-day equivalent) stayed unchanged at 0.61%. The effective rate of return also remained unchanged at 0.60% for the month, but increased by 3 basis points to 0.43% for the fiscal year-to-date. The average maturity of the portfolio shortened by 25 days to 199 days to maturity.

### ***Economic News***

U.S. economic activity continued to be mixed in March 2016. Employment conditions remained solid and beat expectations in March; there were a total of 215,000 new jobs created for the month, a better number than expected. The unemployment rate, on the other hand, edged up slightly to 5.0% from 4.9% primarily due to an increase in the labor participation rate. Retail sales remained weak declining further while a modest increase had been expected for the month. Mixed consumer confidence persisted in March, although improved slightly. Both manufacturing and non-manufacturing activity expanded in March. The CPI (Consumer Price Index) remained at a low level as oil prices continued to stay low. Home sales activity improved, but stayed mixed. On April 27, 2016, at the second day of the Federal Open Market Committee's scheduled meeting, the Committee voted to keep the federal funds rate unchanged at a target range of 0.25% - 0.50%. The Committee noted improvement in global financial markets but weakness in the U.S. economy. Current expectations are that the Fed will likely raise interest rates at their September meeting instead of June.



**BENCHMARK COMPARISON AS OF MARCH 31, 2016**

|                              |                             |
|------------------------------|-----------------------------|
| <i>3 Month T-Bill:</i> 0.30% | <i>1 Year T-Bill:</i> 0.66% |
| <i>6 Month T-Bill:</i> 0.47% | <i>LAIF:</i> 0.51%          |
| <i>OCFA Portfolio:</i> 0.60% |                             |

**PORTFOLIO SIZE, YIELD, & DURATION**

|                                    | <u><i>Current Month</i></u> | <u><i>Prior Month</i></u> | <u><i>Prior Year</i></u> |
|------------------------------------|-----------------------------|---------------------------|--------------------------|
| <i>Book Value-</i>                 | \$170,899,245               | \$166,188,999             | \$163,760,461            |
| <i>Yield to Maturity (365 day)</i> | 0.61%                       | 0.61%                     | 0.28%                    |
| <i>Effective Rate of Return</i>    | 0.60%                       | 0.60%                     | 0.28%                    |
| <i>Days to Maturity</i>            | 199                         | 224                       | 141                      |



**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Summary**  
**March 31, 2016**

Orange County Fire Authority  
 1 Fire Authority Road  
 Irvine, Irvine, CA 92602  
 (714)573-6301

(See Note 1 on page 9)

(See Note 2 on page 9)

| Investments  | Par Value             | Market Value          | Book Value            | % of Portfolio | Term       | Days to Maturity | YTM/C 360 Equiv. | YTM/C 365 Equiv. |
|--|-----------------------|-----------------------|-----------------------|----------------|------------|------------------|------------------|------------------|
| Money Mkt Mutual Funds/Cash                            | 13,039,289.93         | 13,039,289.93         | 13,039,289.93         | 7.71           | 1          | 1                | 0.001            | 0.001            |
| Federal Agency Coupon Securities                       | 38,000,000.00         | 38,026,610.00         | 37,984,812.63         | 22.47          | 1,020      | 801              | 1.097            | 1.112            |
| Federal Agency Disc. -Amortizing                       | 44,000,000.00         | 43,982,840.00         | 43,969,261.25         | 26.01          | 155        | 50               | 0.499            | 0.506            |
| Treasury Coupon Securities                             | 10,000,000.00         | 10,029,500.00         | 10,023,897.54         | 5.93           | 195        | 90               | 0.523            | 0.530            |
| Local Agency Investment Funds                          | 64,046,284.49         | 64,060,442.56         | 64,046,284.49         | 37.88          | 1          | 1                | 0.499            | 0.506            |
| <b>Investments</b>                                     | <b>169,085,574.42</b> | <b>169,138,682.49</b> | <b>169,063,545.84</b> | <b>100.00%</b> | <b>282</b> | <b>199</b>       | <b>0.596</b>     | <b>0.605</b>     |
| <b>Cash</b>  |                       |                       |                       |                |            |                  |                  |                  |
| Passbook/Checking (not included in yield calculations) | 1,855,135.07          | 1,855,135.07          | 1,855,135.07          |                | 1          | 1                | 0.000            | 0.000            |
| <b>Total Cash and Investments</b>                      | <b>170,940,709.49</b> | <b>170,993,817.56</b> | <b>170,918,680.91</b> |                | <b>282</b> | <b>199</b>       | <b>0.596</b>     | <b>0.605</b>     |

| Total Earnings           | March 31 Month Ending | Fiscal Year To Date |
|--------------------------|-----------------------|---------------------|
| Current Year             | 87,902.71             | 542,559.81          |
| Average Daily Balance    | 172,462,366.83        | 169,328,557.74      |
| Effective Rate of Return | 0.60%                 | 0.43%               |

"I certify that this investment report accurately reflects all pooled investments and is in compliance with the investment policy adopted by the Board of Directors to be effective on January 1, 2016. A copy of this policy is available from the Clerk of the Authority. Sufficient investment liquidity and anticipated revenues are available to meet budgeted expenditure requirements for the next thirty days and the next six months."

*Patricia Jakubiak*  
 Patricia Jakubiak, Treasurer 4/1/16

|   |                          |
|---|--------------------------|
| <b>Cash and Investments with GASB 31 Adjustment:</b>    |                          |
| Book Value of Cash & Investments before GASB 31 (Above) | \$ 170,918,680.91        |
| GASB 31 Adjustment to Books (See Note 3 on page 9)      | \$ (19,436.11)           |
| <b>Total</b>  | <b>\$ 170,899,244.80</b> |

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**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**March 31, 2016**

(See Note 1 on page 9)

(See Note 2 on page 9)

| CUSIP                                   | Investment # | Issuer                                      | Average Balance       | Purchase Date | Par Value             | Market Value          | Book Value            | Stated Rate | YTM/C 365    | Days to Maturity | Maturity Date |
|---|--------------|---|-----------------------|---------------|-----------------------|-----------------------|-----------------------|-------------|--------------|------------------|---------------|
| <b>Money Mkt Mutual Funds/Cash</b>      |              |   |                       |               |                       |                       |                       |             |              |                  |               |
| SYS528                                  | 528          | Federated Treasury Obligations              |                       |               | 13,039,289.93         | 13,039,289.93         | 13,039,289.93         | 0.001       | 0.001        | 1                |               |
| <b>Subtotal and Average</b>             |              |   | <b>10,218,362.61</b>  |               | <b>13,039,289.93</b>  | <b>13,039,289.93</b>  | <b>13,039,289.93</b>  |             | <b>0.001</b> | <b>1</b>         |               |
| <b>Federal Agency Coupon Securities</b> |              |   |                       |               |                       |                       |                       |             |              |                  |               |
| 3133EEA75                               | 861          | Federal Farm Credit Bank                    |                       | 04/23/2015    | 9,000,000.00          | 9,000,810.00          | 9,000,000.00          | 0.990       | 0.998        | 661              | 01/22/2018    |
| 3133EFJP3                               | 869          | Federal Farm Credit Bank (Callable anytime) |                       | 10/15/2015    | 10,000,000.00         | 9,993,400.00          | 10,000,000.00         | 1.100       | 1.054        | 927              | 10/15/2018    |
| 3134G7FK2                               | 863          | Fed Home Loan Mtg Corp                      |                       | 06/30/2015    | 9,000,000.00          | 9,031,500.00          | 9,000,000.00          | 1.100       | 1.065        | 721              | 03/23/2018    |
| 3134G84A4                               | 878          | Fed Home Loan Mtg Corp (Callable 5-24-16)   |                       | 12/18/2015    | 10,000,000.00         | 10,000,900.00         | 9,984,812.63          | 1.250       | 1.315        | 875              | 08/24/2018    |
| <b>Subtotal and Average</b>             |              |   | <b>37,984,565.68</b>  |               | <b>38,000,000.00</b>  | <b>38,026,810.00</b>  | <b>37,984,812.63</b>  |             | <b>1.112</b> | <b>801</b>       |               |
| <b>Federal Agency Disc. -Amortizing</b> |              |   |                       |               |                       |                       |                       |             |              |                  |               |
| 313396WM1                               | 880          | Freddie Mac                                 |                       | 12/18/2015    | 9,000,000.00          | 8,997,750.00          | 8,995,625.00          | 0.500       | 0.515        | 35               | 05/06/2016    |
| 313396XB4                               | 881          | Freddie Mac                                 |                       | 12/18/2015    | 9,000,000.00          | 8,996,850.00          | 8,993,752.50          | 0.510       | 0.525        | 49               | 05/20/2016    |
| 313396XR9                               | 882          | Freddie Mac                                 |                       | 12/18/2015    | 9,000,000.00          | 8,995,140.00          | 8,991,810.00          | 0.520       | 0.536        | 63               | 06/03/2016    |
| 313396YF4                               | 883          | Freddie Mac                                 |                       | 12/18/2015    | 9,000,000.00          | 8,994,060.00          | 8,989,893.75          | 0.525       | 0.541        | 77               | 08/17/2016    |
| 313384VX4                               | 879          | Fed Home Loan Bank                          |                       | 12/18/2015    | 8,000,000.00          | 7,999,040.00          | 7,999,180.00          | 0.390       | 0.401        | 21               | 04/22/2016    |
| <b>Subtotal and Average</b>             |              |   | <b>53,640,112.30</b>  |               | <b>44,000,000.00</b>  | <b>43,982,840.00</b>  | <b>43,969,261.25</b>  |             | <b>0.506</b> | <b>50</b>        |               |
| <b>Treasury Coupon Securities</b>       |              |   |                       |               |                       |                       |                       |             |              |                  |               |
| 912828QR4                               | 877          | Treasury Note                               |                       | 12/18/2015    | 10,000,000.00         | 10,029,500.00         | 10,023,897.54         | 1.500       | 0.530        | 90               | 08/30/2016    |
| <b>Subtotal and Average</b>             |              |   | <b>10,027,880.46</b>  |               | <b>10,000,000.00</b>  | <b>10,029,500.00</b>  | <b>10,023,897.54</b>  |             | <b>0.530</b> | <b>90</b>        |               |
| <b>Local Agency Investment Funds</b>    |              |   |                       |               |                       |                       |                       |             |              |                  |               |
| SYS336                                  | 336          | Local Agency Investmt Fund                  |                       |               | 64,046,284.49         | 64,060,442.56         | 64,046,284.49         | 0.506       | 0.506        | 1                |               |
| <b>Subtotal and Average</b>             |              |   | <b>60,691,445.78</b>  |               | <b>64,046,284.49</b>  | <b>64,060,442.56</b>  | <b>64,046,284.49</b>  |             | <b>0.506</b> | <b>1</b>         |               |
| <b>Total and Average</b>                |              |   | <b>172,462,366.83</b> |               | <b>169,086,574.42</b> | <b>169,138,682.49</b> | <b>169,063,545.84</b> |             | <b>0.605</b> | <b>199</b>       |               |

**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Cash**  
**March 31, 2016**

| CUSIP                              | Investment # | Issuer                 | Average Balance       | Purchase Date | Par Value             | Market Value          | Book Value            | Stated Rate | YTM/C 365    | Days to Maturity |
|------------------------------------|--------------|------------------------|-----------------------|---------------|-----------------------|-----------------------|-----------------------|-------------|--------------|------------------|
| <b>Money Mkt Mutual Funds/Cash</b> |              |                        |                       |               |                       |                       |                       |             |              |                  |
| SYS10033                           | 10033        | Revolving Fund         |                       | 07/01/2015    | 20,000.00             | 20,000.00             | 20,000.00             |             | 0.000        | 1                |
| SYS4                               | 4            | Union Bank             |                       | 07/01/2015    | 1,835,135.07          | 1,835,135.07          | 1,835,135.07          |             | 0.000        | 1                |
|                                    |              | <b>Average Balance</b> | <b>0.00</b>           |               |                       |                       |                       |             |              | <b>1</b>         |
| <b>Total Cash and Investments</b>  |              |                        | <b>172,462,366.83</b> |               | <b>170,940,709.49</b> | <b>170,993,817.56</b> | <b>170,918,680.91</b> |             | <b>0.605</b> | <b>199</b>       |



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**ORANGE COUNTY FIRE AUTHORITY  
Aging Report  
By Maturity Date  
As of April 1, 2016**

Orange County Fire Authority  
1 Fire Authority Road  
Irvine, Irvine, CA 92602  
(714)573-6301

|                  |                     |                             |                                  | Maturity<br>Par Value | Percent<br>of Portfolio | Current<br>Book Value | Current<br>Market Value |
|------------------|---------------------|-----------------------------|----------------------------------|-----------------------|-------------------------|-----------------------|-------------------------|
| Aging Interval:  | 0 days              | ( 04/01/2016 - 04/01/2016 ) | 4 Maturities 0 Payments          | 78,940,709.49         | 46.19%                  | 78,940,709.49         | 78,954,867.56           |
| Aging Interval:  | 1 - 30 days         | ( 04/02/2016 - 05/01/2016 ) | 1 Maturities 0 Payments          | 8,000,000.00          | 4.68%                   | 7,998,180.00          | 7,999,040.00            |
| Aging Interval:  | 31 - 60 days        | ( 05/02/2016 - 05/31/2016 ) | 2 Maturities 0 Payments          | 18,000,000.00         | 10.53%                  | 17,989,377.50         | 17,994,600.00           |
| Aging Interval:  | 61 - 91 days        | ( 06/01/2016 - 07/01/2016 ) | 3 Maturities 0 Payments          | 28,000,000.00         | 16.39%                  | 28,005,601.29         | 28,018,700.00           |
| Aging Interval:  | 92 - 121 days       | ( 07/02/2016 - 07/31/2016 ) | 0 Maturities 0 Payments          | 0.00                  | 0.00%                   | 0.00                  | 0.00                    |
| Aging Interval:  | 122 - 152 days      | ( 08/01/2016 - 08/31/2016 ) | 0 Maturities 0 Payments          | 0.00                  | 0.00%                   | 0.00                  | 0.00                    |
| Aging Interval:  | 153 - 183 days      | ( 09/01/2016 - 10/01/2016 ) | 0 Maturities 0 Payments          | 0.00                  | 0.00%                   | 0.00                  | 0.00                    |
| Aging Interval:  | 184 - 274 days      | ( 10/02/2016 - 12/31/2016 ) | 0 Maturities 0 Payments          | 0.00                  | 0.00%                   | 0.00                  | 0.00                    |
| Aging Interval:  | 275 - 365 days      | ( 01/01/2017 - 04/01/2017 ) | 0 Maturities 0 Payments          | 0.00                  | 0.00%                   | 0.00                  | 0.00                    |
| Aging Interval:  | 366 - 1095 days     | ( 04/02/2017 - 04/01/2019 ) | 4 Maturities 0 Payments          | 38,000,000.00         | 22.22%                  | 37,984,812.63         | 38,026,610.00           |
| Aging Interval:  | 1096 days and after | ( 04/02/2019 - )            | 0 Maturities 0 Payments          | 0.00                  | 0.00%                   | 0.00                  | 0.00                    |
| <b>Total for</b> |                     |                             | <b>14 Investments 0 Payments</b> |                       | <b>100.00</b>           | <b>170,918,680.91</b> | <b>170,993,817.56</b>   |



**NOTES TO PORTFOLIO MANAGEMENT REPORT**

- Note 1: Market value of the LAIF investment is calculated using a fair value factor provided by LAIF. The MUFG Union Bank (formerly Union Bank) Trust Department provides market values of the remaining investments.
- Note 2: Book value reflects the cost or amortized cost before the GASB 31 accounting adjustment.
- Note 3: GASB 31 requires governmental entities to report investments at fair value in the financial statements and to reflect the corresponding unrealized gains/ (losses) as a component of investment income. The GASB 31 adjustment is recorded only at fiscal year end. The adjustment for June 30, 2015 includes an increase of \$18,799 to the LAIF investment and a decrease of (\$38,235) to the remaining investments.
- Note 4: The Federated Treasury Obligations money market mutual fund functions as the Authority's sweep account. Funds are transferred to and from the sweep account to/from OCFA's checking account in order to maintain a target balance of \$1,000,000 in checking. Since this transfer occurs at the beginning of each banking day, the checking account sometimes reflects a negative balance at the close of the banking day. The negative closing balance is not considered an overdraft since funds are available in the money market mutual fund. The purpose of the sweep arrangement is to provide sufficient liquidity to cover outstanding checks, yet allow that liquidity to be invested while payment of the outstanding checks is pending.



## ***Local Agency Investment Fund (LAIF)***

As of March 31, 2016, OCFA has \$64,046,284 invested in LAIF. The fair value of OCFA's LAIF investment is calculated using a participant fair value factor provided by LAIF on a quarterly basis. The fair value factor as of March 31, 2016 is 1.00022106. When applied to OCFA's LAIF investment, the fair value is \$64,060,442 or \$14,158 above cost. Although the fair value of the LAIF investment is higher than cost, OCFA can withdraw the actual amount invested at any time.

LAIF is included in the State Treasurer's Pooled Money Investment Account (PMIA) for investment purposes. The PMIA market valuation at March 31, 2016 is included on the following page.



**State of California**  
**Pooled Money Investment Account**  
**Market Valuation**  
**3/31/2016**

| Description                    | Carrying Cost Plus          |                             | Fair Value                  | Accrued Interest        |
|--------------------------------|-----------------------------|-----------------------------|-----------------------------|-------------------------|
|                                | Accrued Interest            | Purch. Amortized Cost       |                             |                         |
| <b>United States Treasury:</b> |                             |                             |                             |                         |
| Bills                          | \$ 11,410,745,648.58        | \$ 11,428,324,382.05        | \$ 11,433,051,500.00        | NA                      |
| Notes                          | \$ 19,895,104,458.35        | \$ 19,894,615,430.08        | \$ 19,906,919,000.00        | \$ 27,575,588.00        |
| <b>Federal Agency:</b>         |                             |                             |                             |                         |
| SBA                            | \$ 652,389,707.86           | \$ 652,377,032.02           | \$ 644,595,522.94           | \$ 830,290.94           |
| MBS-REMICs                     | \$ 67,195,956.41            | \$ 67,195,956.41            | \$ 71,568,446.72            | \$ 318,368.46           |
| Debentures                     | \$ 980,003,053.62           | \$ 980,000,442.51           | \$ 980,561,200.00           | \$ 1,159,694.90         |
| Debentures FR                  | \$ -                        | \$ -                        | \$ -                        | \$ -                    |
| Discount Notes                 | \$ 6,386,297,958.28         | \$ 6,395,635,458.25         | \$ 6,396,175,500.00         | NA                      |
| GNMA                           | \$ -                        | \$ -                        | \$ -                        | \$ -                    |
| Supranational Debentures       | \$ 350,136,669.79           | \$ 350,136,669.79           | \$ 350,709,000.00           | \$ 454,512.50           |
| CDs and YCDs FR                | \$ 300,000,000.00           | \$ 300,000,000.00           | \$ 300,000,000.00           | \$ 381,190.56           |
| Bank Notes                     | \$ 200,000,000.00           | \$ 200,000,000.00           | \$ 200,000,000.00           | \$ 387,333.33           |
| CDs and YCDs                   | \$ 10,550,003,344.94        | \$ 10,550,003,344.94        | \$ 10,549,420,471.66        | \$ 13,218,388.84        |
| Commercial Paper               | \$ 4,692,552,222.25         | \$ 4,696,239,430.61         | \$ 4,696,381,138.89         | NA                      |
| <b>Corporate:</b>              |                             |                             |                             |                         |
| Bonds FR                       | \$ -                        | \$ -                        | \$ -                        | \$ -                    |
| Bonds                          | \$ -                        | \$ -                        | \$ -                        | \$ -                    |
| Repurchase Agreements          | \$ -                        | \$ -                        | \$ -                        | \$ -                    |
| Reverse Repurchase             | \$ -                        | \$ -                        | \$ -                        | \$ -                    |
| Time Deposits                  | \$ 5,647,440,000.00         | \$ 5,647,440,000.00         | \$ 5,647,440,000.00         | NA                      |
| AB 55 & GF Loans               | \$ 6,030,937,000.00         | \$ 6,030,937,000.00         | \$ 6,030,937,000.00         | NA                      |
| <b>TOTAL</b>                   | <b>\$ 67,162,806,020.08</b> | <b>\$ 67,192,905,146.66</b> | <b>\$ 67,207,758,780.21</b> | <b>\$ 44,325,367.53</b> |

Fair Value Including Accrued Interest

\$ 67,252,084,147.74

Repurchase Agreements, Time Deposits, AB 55 & General Fund loans, and Reverse Repurchase agreements are carried at portfolio book value (carrying cost).

The value of each participating dollar equals the fair value divided by the amortized cost (1.00022106). As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at \$20,004,421.19 or \$20,000,000.00 x 1.00022106.



***Orange County Fire Authority***

***Preliminary Investment Report***

***April 22, 2016***



**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Summary**  
**April 22, 2016**

Orange County Fire Authority  
 1 Fire Authority Road  
 Irvine, Irvine, CA 92602  
 (714)573-6301

(See Note 1 on page 18)

(See Note 2 on page 18)

| Investments  | Par Value             | Market Value          | Book Value            | % of Portfolio | Term       | Days to Maturity | YTM/C 360 Equiv. | YTM/C 365 Equiv. |
|--|-----------------------|-----------------------|-----------------------|----------------|------------|------------------|------------------|------------------|
| Money Mkt Mutual Funds/Cash                            | 17,011,356.48         | 17,011,356.48         | 17,011,356.48         | 7.52           | 1          | 1                | 0.001            | 0.001            |
| Federal Agency Coupon Securities                       | 52,000,000.00         | 51,955,120.00         | 52,009,632.02         | 23.00          | 976        | 715              | 1.060            | 1.074            |
| Federal Agency Disc. -Amortizing                       | 83,000,000.00         | 82,953,510.00         | 82,946,334.59         | 36.69          | 122        | 66               | 0.398            | 0.404            |
| Treasury Coupon Securities                             | 10,000,000.00         | 10,022,400.00         | 10,018,055.92         | 4.43           | 195        | 68               | 0.523            | 0.530            |
| Local Agency Investment Funds                          | 64,108,240.28         | 64,122,412.05         | 64,108,240.28         | 28.35          | 1          | 1                | 0.499            | 0.506            |
| <b>Investments</b>                                     | <b>226,119,596.76</b> | <b>226,064,798.53</b> | <b>226,093,619.29</b> | <b>100.00%</b> | <b>278</b> | <b>192</b>       | <b>0.555</b>     | <b>0.562</b>     |
| <b>Cash and Accrued Interest</b>                       |                       |                       |                       |                |            |                  |                  |                  |
| Passbook/Checking (not included in yield calculations) | 716,148.11            | 716,148.11            | 716,148.11            |                | 1          | 1                | 0.000            | 0.000            |
| Accrued Interest at Purchase                           |                       | 27,616.67             | 27,616.67             |                |            |                  |                  |                  |
| Subtotal   |                       | 743,764.78            | 743,764.78            |                |            |                  |                  |                  |
| <b>Total Cash and Investments</b>                      | <b>226,835,744.87</b> | <b>226,808,563.31</b> | <b>226,837,384.07</b> |                | <b>278</b> | <b>192</b>       | <b>0.555</b>     | <b>0.562</b>     |

| Total Earnings           | April 22 Month Ending | Fiscal Year To Date |
|--------------------------|-----------------------|---------------------|
| Current Year             | 61,793.79             | 593,608.46          |
| Average Daily Balance    | 172,226,246.35        | 169,543,201.34      |
| Effective Rate of Return | 0.60%                 | 0.43%               |

"I certify that this investment report accurately reflects all pooled investments and is in compliance with the investment policy adopted by the Board of Directors to be effective on January 1, 2016. A copy of this policy is available from the Clerk of the Authority. Sufficient investment liquidity and anticipated revenues are available to meet budgeted expenditure requirements for the next thirty days and the next six months."

Patricia Jakubiak, Treasurer

4/29/16

**Cash and Investments with GASB 31 Adjustment:**

|   |                          |
|---|--------------------------|
| Book Value of Cash & Investments before GASB 31 (Above) | \$ 226,837,384.07        |
| GASB 31 Adjustment to Books (See Note 3 on page 18)     | \$ (19,436.11)           |
| <b>Total</b>  | <b>\$ 226,817,947.96</b> |

**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**April 22, 2016**

(See Note 1 on page 18) (See Note 2 on page 18)

| CUSIP                                   | Investment # | Issuer                                      | Average Balance      | Purchase Date | Par Value            | Market Value         | Book Value           | Stated Rate | YTM/C 365    | Days to Maturity | Maturity Date |
|---|--------------|---|----------------------|---------------|----------------------|----------------------|----------------------|-------------|--------------|------------------|---------------|
| <b>Money Mkt Mutual Funds/Cash</b>      |              |   |                      |               |                      |                      |                      |             |              |                  |               |
| SYS528                                  | 528          | Federated Treasury Obligations              |                      |               | 17,011,356.48        | 17,011,356.48        | 17,011,356.48        | 0.001       | 0.001        | 1                |               |
| <b>Subtotal and Average</b>             |              |   | <b>10,721,430.80</b> |               | <b>17,011,356.48</b> | <b>17,011,356.48</b> | <b>17,011,356.48</b> |             | <b>0.001</b> | <b>1</b>         |               |
| <b>Federal Agency Coupon Securities</b> |              |   |                      |               |                      |                      |                      |             |              |                  |               |
| 3133EEA75                               | 861          | Federal Farm Credit Bank                    |                      | 04/23/2015    | 9,000,000.00         | 8,977,950.00         | 9,000,000.00         | 0.990       | 0.998        | 639              | 01/22/2018    |
| 3133EFJP3                               | 869          | Federal Farm Credit Bank (Callable anytime) |                      | 10/15/2015    | 10,000,000.00        | 9,974,400.00         | 10,000,000.00        | 1.100       | 1.054        | 905              | 10/15/2018    |
| 3133EFAZ0                               | 889          | Federal Farm Credit Bank (Callable 9-6-16)  |                      | 04/21/2016    | 8,000,000.00         | 8,006,640.00         | 8,013,634.96         | 1.280       | 1.206        | 866              | 09/06/2018    |
| 3134G7FK2                               | 863          | Fed Home Loan Mtg Corp                      |                      | 06/30/2015    | 9,000,000.00         | 9,015,930.00         | 9,000,000.00         | 1.100       | 1.065        | 699              | 03/23/2018    |
| 3134G84A4                               | 878          | Fed Home Loan Mtg Corp (Callable 5-24-16)   |                      | 12/18/2015    | 10,000,000.00        | 9,974,800.00         | 9,985,199.79         | 1.250       | 1.315        | 853              | 08/24/2018    |
| 3130A87K7                               | 884          | Fed Home Loan Bank (Callable 8-10-16)       |                      | 04/20/2016    | 6,000,000.00         | 6,005,400.00         | 6,010,797.27         | 1.270       | 0.862        | 109              | 08/10/2018    |
| <b>Subtotal and Average</b>             |              |   | <b>39,533,189.87</b> |               | <b>62,000,000.00</b> | <b>61,855,120.00</b> | <b>62,009,632.02</b> |             | <b>1.074</b> | <b>715</b>       |               |
| <b>Federal Agency Disc. -Amortizing</b> |              |   |                      |               |                      |                      |                      |             |              |                  |               |
| 313396WM1                               | 880          | Freddie Mac                                 |                      | 12/18/2015    | 9,000,000.00         | 8,999,280.00         | 8,998,376.00         | 0.500       | 0.515        | 13               | 05/06/2016    |
| 313396XB4                               | 881          | Freddie Mac                                 |                      | 12/18/2015    | 9,000,000.00         | 8,998,470.00         | 8,996,557.50         | 0.510       | 0.525        | 27               | 05/20/2016    |
| 313396XR9                               | 882          | Freddie Mac                                 |                      | 12/18/2015    | 9,000,000.00         | 8,997,210.00         | 8,994,670.00         | 0.520       | 0.536        | 41               | 06/03/2016    |
| 313396YF4                               | 883          | Freddie Mac                                 |                      | 12/18/2015    | 9,000,000.00         | 8,996,220.00         | 8,992,781.25         | 0.525       | 0.541        | 55               | 06/17/2016    |
| 313396G98                               | 888          | Freddie Mac                                 |                      | 04/21/2016    | 9,000,000.00         | 8,985,690.00         | 8,986,995.00         | 0.340       | 0.350        | 153              | 09/23/2016    |
| 313384YU7                               | 885          | Fed Home Loan Bank                          |                      | 04/21/2016    | 20,000,000.00        | 19,989,600.00        | 19,989,233.34        | 0.285       | 0.293        | 68               | 06/30/2016    |
| 313384YV5                               | 886          | Fed Home Loan Bank                          |                      | 04/21/2016    | 9,000,000.00         | 8,994,600.00         | 8,994,997.50         | 0.290       | 0.298        | 69               | 07/01/2016    |
| 313384ZZ5                               | 887          | Fed Home Loan Bank                          |                      | 04/21/2016    | 9,000,000.00         | 8,992,440.00         | 8,992,725.00         | 0.300       | 0.309        | 97               | 07/29/2016    |
| <b>Subtotal and Average</b>             |              |   | <b>47,881,958.05</b> |               | <b>83,000,000.00</b> | <b>82,953,810.00</b> | <b>82,946,334.69</b> |             | <b>0.404</b> | <b>66</b>        |               |
| <b>Treasury Coupon Securities</b>       |              |   |                      |               |                      |                      |                      |             |              |                  |               |
| 912828QR4                               | 877          | Treasury Note                               |                      | 12/18/2015    | 10,000,000.00        | 10,022,400.00        | 10,018,055.92        | 1.500       | 0.530        | 68               | 06/30/2016    |
| <b>Subtotal and Average</b>             |              |   | <b>10,020,843.96</b> |               | <b>10,000,000.00</b> | <b>10,022,400.00</b> | <b>10,018,055.92</b> |             | <b>0.530</b> | <b>68</b>        |               |
| <b>Local Agency Investment Funds</b>    |              |   |                      |               |                      |                      |                      |             |              |                  |               |
| SYS336                                  | 336          | Local Agency Investmt Fund                  |                      |               | 64,108,240.28        | 64,122,412.05        | 64,108,240.28        | 0.506       | 0.506        | 1                |               |
| <b>Subtotal and Average</b>             |              |   | <b>84,068,813.87</b> |               | <b>64,108,240.28</b> | <b>64,122,412.05</b> | <b>64,108,240.28</b> |             | <b>0.506</b> | <b>1</b>         |               |



**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**April 22, 2016**

| <b>CUSIP</b> | <b>Investment #</b> | <b>Issuer</b>            | <b>Average<br/>Balance</b> | <b>Purchase<br/>Date</b> | <b>Par Value</b>      | <b>Market Value</b>   | <b>Book Value</b>     | <b>Stated<br/>Rate</b> | <b>YTM/C<br/>365</b> | <b>Days to<br/>Maturity</b> |
|--------------|---------------------|--------------------------|----------------------------|--------------------------|-----------------------|-----------------------|-----------------------|------------------------|----------------------|-----------------------------|
|              |                     | <b>Total and Average</b> | <b>172,226,246.35</b>      |                          | <b>226,119,596.76</b> | <b>226,064,798.53</b> | <b>226,093,619.29</b> |                        | <b>0.562</b>         | <b>192</b>                  |

**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Cash**  
**April 22, 2016**

| CUSIP                              | Investment # | Issuer                 | Average Balance       | Purchase Date                       | Par Value             | Market Value          | Book Value            | Stated Rate | YTM/C 365    | Days to Maturity |
|------------------------------------|--------------|------------------------|-----------------------|-------------------------------------|-----------------------|-----------------------|-----------------------|-------------|--------------|------------------|
| <b>Money Mkt Mutual Funds/Cash</b> |              |                        |                       |                                     |                       |                       |                       |             |              |                  |
| SYS10033                           | 10033        | Revolving Fund         |                       | 07/01/2015                          | 20,000.00             | 20,000.00             | 20,000.00             |             | 0.000        | 1                |
| SYS4                               | 4            | Union Bank             |                       | 07/01/2015                          | 696,148.11            | 696,148.11            | 696,148.11            |             | 0.000        | 1                |
|                                    |              | <b>Average Balance</b> | <b>0.00</b>           | <b>Accrued Interest at Purchase</b> |                       | <b>27,616.67</b>      | <b>27,616.67</b>      |             |              | <b>1</b>         |
|                                    |              |                        |                       | <b>Subtotal</b>                     |                       | <b>743,764.78</b>     | <b>743,764.78</b>     |             |              |                  |
| <b>Total Cash and Investments</b>  |              |                        | <b>172,226,246.35</b> |                                     | <b>226,835,744.87</b> | <b>226,808,563.31</b> | <b>226,837,384.07</b> |             | <b>0.562</b> | <b>192</b>       |



**ORANGE COUNTY FIRE AUTHORITY**  
**Aging Report**  
**By Maturity Date**  
**As of April 23, 2016**

Orange County Fire Authority  
 1 Fire Authority Road  
 Irvine, Irvine, CA 92602  
 (714)573-6301

|                  |                     |                             |                                  | Maturity<br>Par Value | Percent<br>of Portfolio | Current<br>Book Value | Current<br>Market Value |
|------------------|---------------------|-----------------------------|----------------------------------|-----------------------|-------------------------|-----------------------|-------------------------|
| Aging Interval:  | 0 days              | ( 04/23/2016 - 04/23/2016 ) | 4 Maturities 0 Payments          | 81,835,744.87         | 36.08%                  | 81,835,744.87         | 81,849,916.64           |
| Aging Interval:  | 1 - 30 days         | ( 04/24/2016 - 05/23/2016 ) | 2 Maturities 0 Payments          | 18,000,000.00         | 7.93%                   | 17,994,932.50         | 17,997,750.00           |
| Aging Interval:  | 31 - 60 days        | ( 05/24/2016 - 06/22/2016 ) | 2 Maturities 0 Payments          | 18,000,000.00         | 7.93%                   | 17,987,451.25         | 17,993,430.00           |
| Aging Interval:  | 61 - 91 days        | ( 06/23/2016 - 07/23/2016 ) | 3 Maturities 0 Payments          | 39,000,000.00         | 17.20%                  | 39,002,286.76         | 39,006,600.00           |
| Aging Interval:  | 92 - 121 days       | ( 07/24/2016 - 08/22/2016 ) | 1 Maturities 0 Payments          | 9,000,000.00          | 3.96%                   | 8,992,725.00          | 8,992,440.00            |
| Aging Interval:  | 122 - 152 days      | ( 08/23/2016 - 09/22/2016 ) | 0 Maturities 0 Payments          | 0.00                  | 0.00%                   | 0.00                  | 0.00                    |
| Aging Interval:  | 153 - 183 days      | ( 09/23/2016 - 10/23/2016 ) | 1 Maturities 0 Payments          | 9,000,000.00          | 3.96%                   | 8,986,995.00          | 8,985,690.00            |
| Aging Interval:  | 184 - 274 days      | ( 10/24/2016 - 01/22/2017 ) | 0 Maturities 0 Payments          | 0.00                  | 0.00%                   | 0.00                  | 0.00                    |
| Aging Interval:  | 275 - 365 days      | ( 01/23/2017 - 04/23/2017 ) | 0 Maturities 0 Payments          | 0.00                  | 0.00%                   | 0.00                  | 0.00                    |
| Aging Interval:  | 366 - 1095 days     | ( 04/24/2017 - 04/23/2019 ) | 6 Maturities 0 Payments          | 52,000,000.00         | 22.93%                  | 52,009,632.02         | 51,955,120.00           |
| Aging Interval:  | 1096 days and after | ( 04/24/2019 - )            | 0 Maturities 0 Payments          | 0.00                  | 0.00%                   | 0.00                  | 0.00                    |
| <b>Total for</b> |                     |                             | <b>19 Investments 0 Payments</b> |                       | <b>100.00</b>           | <b>226,809,767.40</b> | <b>226,780,946.64</b>   |



**NOTES TO PORTFOLIO MANAGEMENT REPORT**

- Note 1: Market value of the LAIF investment is calculated using a fair value factor provided by LAIF. The MUFG Union Bank Trust Department provides market values of the remaining investments.
- Note 2: Book value reflects the cost or amortized cost before the GASB 31 accounting adjustment.
- Note 3: GASB 31 requires governmental entities to report investments at fair value in the financial statements and to reflect the corresponding unrealized gains/ (losses) as a component of investment income. The GASB 31 adjustment is recorded only at fiscal year end. The adjustment for June 30, 2015 includes an increase of \$18,799 to the LAIF investment and a decrease of (\$38,235) to the remaining investments.
- Note 4: The Federated Treasury Obligations money market mutual fund functions as the Authority's sweep account. Funds are transferred to and from the sweep account to/from OCFA's checking account in order to maintain a target balance of \$1,000,000 in checking. Since this transfer occurs at the beginning of each banking day, the checking account sometimes reflects a negative balance at the close of the banking day. The negative closing balance is not considered an overdraft since funds are available in the money market mutual fund. The purpose of the sweep arrangement is to provide sufficient liquidity to cover outstanding checks, yet allow that liquidity to be invested while payment of the outstanding checks is pending.

## GLOSSARY

### INVESTMENT TERMS

**Basis Point.** Measure used in quoting yields on bonds and notes. One basis point is .01% of yield.

**Book Value.** This value may be the original cost of acquisition of the security, or original cost adjusted by the amortization of a premium or accretion of a discount. The book value may differ significantly from the security's current value in the market.

**Commercial Paper.** Unsecured short-term promissory notes issued by corporations, with maturities ranging from 2 to 270 days; may be sold on a discount basis or may bear interest.

**Coupon Rate.** Interest rate, expressed as a percentage of par or face value, that issuer promises to pay over lifetime of debt security.

**Discount.** The amount by which a bond sells under its par (face) value.

**Discount Securities.** Securities that do not pay periodic interest. Investors earn the difference between the discount issue price and the full face value paid at maturity. Treasury bills, bankers' acceptances and most commercial paper are issued at a discount.

**Effective Rate of Return.** Rate of return on a security, based on its purchase price, coupon rate, maturity date, and the period between interest payments.

**Federal Agency Securities.** Securities issued by agencies such as the Federal National Mortgage Association and the Federal Farm Credit Bank. Though not general obligations of the US Treasury, such securities are sponsored by the government and therefore have high credit ratings. Some are issued on a discount basis and some are issued with coupons.

**Federal Funds.** Funds placed in Federal Reserve banks by depository institutions in excess of current reserve requirements. These depository institutions may lend fed funds to each other overnight or on a longer basis. They may also transfer funds among each other on a same-day basis through the Federal Reserve banking system. Fed Funds are considered to be immediately available funds.

**Fed Funds Rate.** The interest rate charged by one institution lending federal funds to another.

**Federal Open Market Committee.** The branch of the Federal Reserve Board that determines the direction of monetary policy.

**Local Agency Investment Fund (LAIF).** A California State Treasury fund which local agencies may use to deposit funds for investment and for reinvestment with a maximum of \$50 million for any agency (*excluding bond funds, which have no maximum*). It offers high liquidity because

deposits can be converted to cash in 24 hours and no interest is lost. Interest is paid quarterly and the State's administrative fee cannot to exceed 1/4 of a percent of the earnings.

**Market value.** The price at which the security is trading and could presumably be purchased or sold.

**Maturity Date.** The specified day on which the issuer of a debt security is obligated to repay the principal amount or face value of security.

**Money Market Mutual Fund.** Mutual funds that invest solely in money market instruments (short-term debt instruments, such as Treasury bills, commercial paper, bankers' acceptances, repurchase agreements and federal funds).

**Par.** Face value or principal value of a bond typically \$1,000 per bond.

**Rate of Return.** The amount of income received from an investment, expressed as a percentage. A *market rate of return* is the yield that an investor can expect to receive in the current interest-rate environment utilizing a buy-and-hold to maturity investment strategy.

**Treasury Bills.** Short-term U.S. government non-interest bearing debt securities with maturities of no longer than one year. The yields on these bills are monitored closely in the money markets for signs of interest rate trends.

**Treasury Notes.** Intermediate U.S. government debt securities with maturities of one to 10 years.

**Treasury bonds.** Long-term U.S. government debt securities with maturities of 10 years or longer.

**Yield.** Rate of return on a bond.

**Yield-to-maturity.** Rate of return on a bond taking into account the total annual interest payments, the purchase price, the redemption value and the amount of time remaining until maturity.

### ECONOMIC TERMS

**Conference Board Consumer Confidence Index** A survey that measures how optimistic or pessimistic consumers are with respect to the economy in the near future.

**Consumer Price Index (CPI).** A measure that examines the weighted average of prices of a basket of consumer goods and services, such as transportation, food and medical care. Changes in CPI are used to assess price changes associated with the cost of living.

**Durable Goods Orders.** An economic indicator released monthly that reflects new orders placed with domestic manufacturers for delivery of factory durable goods such as autos and appliances in the near term or future.

**Gross Domestic Product.** The monetary value of all the finished goods and services produced within a country's borders in a specific time period. It includes all of private and public consumption, government outlays, investments and exports less imports that occur within a defined territory.

**Industrial Production.** An economic indicator that is released monthly by the Federal Reserve Board. The indicator measures the amount of output from the manufacturing, mining, electric and gas industries.

**ISM Institute for Supply Management (ISM) Manufacturing Index.** A monthly index that monitors employment, production inventories, new orders and supplier deliveries.

**ISM Non-manufacturing Index.** An index based on surveys of non-manufacturing firms' purchasing and supply executives. It tracks economic data for the service sector.

**Leading Economic Index.** A monthly index used to predict the direction of the economy's movements in the months to come. The index is made up of 10 economic components, whose changes tend to precede changes in the overall economy.

**National Federation of Independent Business Small Business Optimism Index.** An index based on surveys of small business owners' plans and expectations regarding employment, capital, inventories, economic improvement, credit conditions, expansion, and earnings trends in the near term or future.

**Producer Price Index.** An index that measures the average change over time in the selling prices received by domestic producers for their output.

**University of Michigan Consumer Sentiment Index.** An index that measures the overall health of the economy as determined by consumer opinion. It takes into account an individual's feelings toward his or her own current financial health, the health of the economy in the short term and the prospects for longer term economic growth.



Orange County Fire Authority  
**AGENDA STAFF REPORT**

Executive Committee Meeting  
May 26, 2016

Agenda Item No. 3B  
Consent Calendar

**Third Quarter Financial Newsletter**

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**Contact(s) for Further Information**

|  |  |              |
|--|--|--------------|
| Lori Zeller, Assistant Chief<br>Business Services Department | <a href="mailto:lorizeller@ocfa.org">lorizeller@ocfa.org</a>             | 714.573.6020 |
| Tricia Jakubiak, Treasurer                                   | <a href="mailto:triciajakubiak@ocfa.org">triciajakubiak@ocfa.org</a>     | 714.573.6301 |
| Deborah Gunderson, Budget Manager                            | <a href="mailto:deborahgunderson@ocfa.org">deborahgunderson@ocfa.org</a> | 714.573.6302 |

**Summary**

This routine agenda item is submitted to provide information regarding revenues and expenditures in the General Fund and the Capital Improvement Program Funds through the third quarter of FY 2015/16.

**Prior Board/Committee Action – Committee Recommendation: *APPROVE***

At its regular May 11, 2015, meeting, the Budget and Finance Committee reviewed and unanimously recommended approval of this item.

**RECOMMENDED ACTION(S)**

Receive and file the report.

**Impact to Cities/County**

Not Applicable.

**Fiscal Impact**

Not Applicable.

**Background**

The Quarterly Financial Newsletter provides information about the General Fund's top five revenue sources as well as expenditures by department and type. Revenues and expenditures for the Capital Improvement Program (CIP) Funds are also included. Revenues and expenditures for the General Fund and the CIP Funds are within budgetary expectations for this reporting period. Any notable items are detailed in the attached newsletter.

**Attachment(s)**

Third Quarter Financial Newsletter – July 2015 to March 2016





# Orange County Fire Authority

## Third Quarter Financial Newsletter – July 2015 to March 2016

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### **OVERVIEW**

This report covers fiscal activities in the General Fund and CIP Funds through the third quarter of Fiscal Year 2015/16. Budget figures include all budget adjustments authorized by the Board through the end of the third quarter.

### **GENERAL FUND**

With 75% of the year completed, General Fund revenues are 68.4% of budget and expenditures are 71.4% as shown below:

| General Fund | YTD Actual  | Budget      | Percent |
|--------------|-------------|-------------|---------|
| Revenues     | 236,800,907 | 346,012,715 | 68.4%   |
| Expenditures | 245,576,301 | 344,079,757 | 71.4%   |

**Top Five Revenues.** The analysis presented below compares the five largest revenue categories received through the third quarter, as compared to expectations for those revenues at this point in the fiscal year. The goal of this analysis is to reflect the difference in actual revenue received as compared to budget, after accounting for seasonal trends or other factors which affect the timing of revenue receipts. Categories, in which the variance is exceeded by 10% or \$1 million, will be discussed below the table.

| Top Five Revenues             | YTD Actual Receipts | Trended YTD Budget Estimate | Variance: Actual to Estimate in Dollars | % Variance |
|-------------------------------|---------------------|-----------------------------|---|------------|
| Property Taxes                | 136,548,418         | 133,426,122                 | 3,122,296                               | 2%         |
| Cash Contracts                | 73,383,666          | 72,979,412                  | 404,254                                 | 1%         |
| State Reimbursements          | 10,378,261          | 10,000,000                  | 378,261                                 | 4%         |
| CRA Pass-through              | 5,406,906           | 5,536,771                   | (129,865)                               | -2%        |
| Community Risk Reduction Fees | 4,620,288           | 4,359,368                   | 260,920                                 | 6%         |
| <b>Total</b>                  | <b>230,337,539</b>  | <b>226,301,674</b>          | <b>4,035,865</b>                        | <b>2%</b>  |

- Property tax.** The variance in this category is a result of earlier receipt of property tax revenue than anticipated in the trended YTD budget estimate. The Auditor-Controller made the FY 2015/16 property tax bills available a month earlier this year than previous years, which could be shifting the timing of receipt of property taxes forward in the fiscal year.

**Expenditures.** The analysis presented below compares the actual expenditures through the third quarter, as compared to expectations for expenditures at this point in the fiscal year. The goal of this analysis is to reflect the difference in expenditures as compared to budget, after accounting for seasonal trends or other factors which affect the timing of expenditures. Categories, in which the variance is exceeded by 10% or \$1 million, are discussed below the table.

| Expenditures by Department | YTD Actual Expenditures | Trended YTD Budget Estimate | Variance: Actual to Estimate in Dollars | % Variance |
|----------------------------|-------------------------|-----------------------------|---|------------|
| Business Services          | 27,288,820              | 27,796,904                  | (508,084)                               | -2%        |
| Community Risk Reduction   | 11,018,675              | 11,407,326                  | (388,651)                               | -4%        |
| Executive Management       | 8,842,981               | 8,847,678                   | (4,697)                                 | 0%         |
| Operations                 | 180,241,474             | 180,368,030                 | (126,556)                               | 0%         |
| Organizational Planning    | 1,212,501               | 1,428,571                   | (216,070)                               | -18%       |
| Support Services           | 16,971,849              | 17,968,885                  | (997,036)                               | -6%        |
| <b>Total</b>               | <b>245,576,300</b>      | <b>247,817,394</b>          | <b>(2,241,094)</b>                      | <b>-1%</b> |

*Totals may not equal the sum of components, or Authority-wide totals, due to rounding*

- **Organizational Planning.** Actual expenditures through the third quarter of the fiscal year were lower than expected in the backfill/overtime category.

Expenditures by type are outlined below, with exception details below:

| Expenditures by Type       | YTD Actual Expenditures | Trended YTD Budget Estimate | Variance: Actual to Estimate in Dollars | % Variance |
|----------------------------|-------------------------|-----------------------------|---|------------|
| Salary & Employee Benefits | 225,889,493             | 226,449,018                 | (559,525)                               | 0%         |
| Services and Supplies      | 19,453,040              | 20,924,551                  | (1,471,511)                             | -8%        |
| Equipment                  | 233,768                 | 443,826                     | (210,058)                               | -90%       |
| Tran Interest Expense      | -                       | -                           | -                                       | N/A        |
| <b>Total</b>               | <b>245,576,301</b>      | <b>247,817,394</b>          | <b>(2,241,093)</b>                      | <b>-1%</b> |

*Totals may not equal the sum of components, or Authority-wide totals, due to rounding*

- **Equipment.** Actual expenditures for equipment through the third quarter of the fiscal year were lower than our trended YTD budget expectations.

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## **CIP FUNDS**

The following summarizes revenues and expenditures for the Capital Improvement Program funds. Any variances are noted as follows:

### **General Fund CIP**

| Fund 12110   | YTD Actual | Budget    | Percent |
|--------------|------------|-----------|---------|
| Expenditures | 692,066    | 5,438,793 | 13%     |

- YTD expenditures for this Fund are low because the majority of the budgeted funds were for the replacement of defibrillators, which has incurred delays. An RFP was issued; however, due to issues with the technical bid specifications, a new RFP process will be completed and the funds will be rebudgeted to next fiscal year.

### **Fire Stations and Facilities**

| Fund 123     | YTD Actual | Budget    | Percent |
|--------------|------------|-----------|---------|
| Revenue      | 2,603,654  | 2,363,066 | 110.2%  |
| Expenditures | 127,641    | 906,077   | 14.1%   |

- Revenues exceeded budget due to receipt of developer contributions and reimbursements for Fire Station 56 expenditures, after completion of the Mid-year Budget updates.
- Appropriations include funding for the RFOTC power circuit extension, USAR Warehouse improvements, and completion of Fire Station #56.

### **Communications & Info. Systems Replacement**

| Fund 124     | YTD Actual | Budget    | Percent |
|--------------|------------|-----------|---------|
| Revenue      | 380,621    | 403,801   | 94.3%   |
| Expenditures | 87,288     | 1,700,000 | 5.1%    |

- Expenditures include payments for professional services for the design of the audio/video upgrade project. Completion of this project is included in the FY 2016/17 budget.

**Fire Apparatus**

| Fund 133     | YTD Actual | Budget     | Percent |
|--------------|------------|------------|---------|
| Revenue      | 1,428,003  | 3,295,108  | 43.3%   |
| Expenditures | 2,301,703  | 11,543,533 | 19.9%   |

- Actual revenue includes the quarterly Cash Contract payments for vehicle depreciation.
- Expenditures include three quarterly lease payments on the helicopters as well as the purchase of six Executive Management vehicles, six mid-size 4X4 vehicles and two mid-size ½ ton pickups. Due to procurement timing, portions of the current FY budget will be rebudgeted to next fiscal year

**SUMMARY**

*For more information.* This summary is based on detailed information from our financial system. If you would like more information or have any questions about the report, please contact Deborah Gunderson, Budget Manager at 714-573-6302, or Tricia Jakubiak, Treasurer at 714-573-6301.



Orange County Fire Authority  
**AGENDA STAFF REPORT**

Executive Committee Meeting  
May 26, 2016

Agenda Item No. 4A  
Discussion Calendar

**Award of RFP #JA2059 for Pre-employment  
and Internal Affairs Investigative Services**

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**Contact(s) for Further Information**

|  |  |              |
|--|--|--------------|
| Brian Young, Assistant Chief<br>Organizational Planning Department   | <a href="mailto:brianyoung@ocfa.org">brianyoung@ocfa.org</a>     | 714.573.6014 |
| Brigette Gibb, Employee Relations Mgr.<br>Human Resources Department | <a href="mailto:brigettegibb@ocfa.org">brigettegibb@ocfa.org</a> | 714.573.6353 |

**Summary**

This agenda item is submitted to recommend approval of four contract awards for pre-employment background investigative services (two contracts) and internal affairs investigative services (two contracts), to the three top ranked firms in the Request For Proposal (RFP) process.

**Prior Board/Committee Action(s) – Committee Recommendation: *APPROVE***

On October 15, 2015, Executive Committee approved an extension and increase of \$50,000 to the blanket order with Internal Affairs Connections, Inc. for background investigation services to cover costs while the RFP process was being completed.

At its regular May 3, 2016, meeting, the Human Resource Committee reviewed and unanimously recommended approval of this item.

**RECOMMENDED ACTION(S)**

1. Approve an agreement with RCS Investigations and Consulting for Pre-employment Background Investigations in an amount not to exceed \$100,000 annually.
2. Approve an agreement with Van Dermeyden Maddux Investigations Law Firm for Internal Affairs Investigative Services in an amount not to exceed \$50,000 annually.
3. Approve an agreement with Sintra Group for both Pre-employment Background Investigations and Internal Affairs Investigative Services in an amount not to exceed \$150,000 annually (\$100,000 for Pre-employment and \$50,000 for Internal Affairs Services).
4. Approve and authorize the Purchasing Manager to redistribute or adjust the \$300,000 between the three contracts as requested by the department so long as the aggregate amount does not exceed \$300,000 annually and to approve two additional renewal options based on need and contract performance.

**Impact to Cities/County**

Not Applicable.

**Fiscal Impact**

Funding is included in the proposed FY 2016/17 budget. The contract performance period begins after the start of the new fiscal year.

## **Background**

The Human Resources (HR) department is responsible for conducting pre-employment background checks in order to verify that the information provided by an applicant is accurate and truthful, confirm skills and qualifications, identify deficiencies, and protect the Authority from future claims of negligent hiring. A thorough background check may include a criminal history, driving record, verification of education and certificates, and thorough reference checking. On occasion, a candidate is eliminated from the selection process during the background phase. Historically, it has been efficient and effective for HR staff to conduct the basic background checks required for most Authority classifications and for external investigators to conduct the more extensive background checks required for sworn and executive classifications.

In addition, HR works with managers and supervisors to investigate personnel matters, such as employee misconduct. At times it is desirable to have an external investigator conduct the investigation in order to ensure impartiality when the allegations involve misconduct associated with potential liability, such as harassment, discrimination, retaliation, criminal activity, or high-level employees. Additionally, highly complex or involved investigations may be delegated to an external investigator, due to a lack of sufficient internal resources. Having a panel of external investigators will enhance the ability of the Professional Standards Unit (PSU) to conduct investigations in a thorough, objective, and timely manner.

### ***RFP Preparation***

On October 15, 2015, RFP #JA2059 was issued seeking proposals from qualified firms with experience performing comprehensive pre-employment background investigative services and/or independent internal affairs investigations. A non-mandatory pre-proposal meeting was held on October 29, 2015, and representatives from six firms attended. Final proposals were due on November 19, 2015, and eleven proposals were received.

### ***Evaluation Team***

An evaluation team consisting of staff members from HR, Training and Safety Services, and the Emergency Command Center reviewed the proposals. Each proposal was evaluated based on the following weighted criteria as defined in the RFP: statement of qualifications (40%), written technical approach (30%), and proposed costs (30%). Proposals were evaluated based on the type of investigative service offered.

### ***Pre-employment Background Investigative Services***

Nine proposals were evaluated for pre-employment background investigative services. The top four ranking firms were invited to participate in interviews with the evaluation team. After the interviews and final scoring, the top two ranking firms were RCS Investigations and Consulting and Sintra Group.

### ***Internal Affairs Investigative Services***

Eleven proposals were evaluated for internal affairs investigative services. The top four ranking firms were invited to participate in interviews with the evaluation team. After the interviews and final scoring, the top two ranking firms were Van Dermyden Maddux Investigations Law Firm and Sintra Group.

### ***Award Recommendation***

After the final scoring, it was determined that establishing multiple contracts with the two top ranking firms for each investigative service type would provide the best option for OCFA. This will provide the department with flexibility to utilize the firm with immediate resources to perform the requested services. Pursuant to the terms of the RFP, staff requested a best and final offer from each of the finalists.

Based upon the evaluation and best and final results, staff is recommending that a total of four contracts be awarded to three firms; two for pre-employment background investigation services and two for internal affairs investigative services as follows: RCS Investigations and Consulting (*Pre-employment Background*) in an amount not to exceed \$100,000 annually, Van Dermyden Maddux Investigations Law Firm (*Internal Affairs Investigative Services*) in an amount not to exceed \$50,000 annually, and Sintra Group (*for both Pre-employment & Internal Affairs Investigative Services*) in an amount not to exceed \$150,000 annually (\$100,000 for pre-employment and \$50,000 for internal affairs services).

In addition, staff recommends the authorization of the Purchasing Manager to redistribute or adjust the \$300,000 between the three contracts as requested by the department, so long as the aggregate amount does not exceed \$300,000 annually, and to approve two additional renewal options based on need and contract performance.

**Attachment(s)**

1. Summary of Proposals/Evaluation Results for Pre-employment Background Investigations
2. Summary of Proposals/Evaluation Results for Internal Affairs Investigations

**ORANGE COUNTY FIRE AUTHORITY**  
**JA2059 – Investigative Services**  
**Summary of Proposals and Evaluation Results for**  
**Pre-employment Background Investigative Services**

Nine proposals were received and evaluated for Pre-employment Background Investigative Services. After the initial proposal evaluations were completed, the top four vendors were invited to participate in interviews for Pre-employment Background Investigative Services. The five vendors who were not invited to participate in interviews are listed below, and the four vendors that were invited for interviews are shown on the next page.

| Vendor   | Norman A. Traub Associates |          |          | Wildan Homeland Solutions |          |          | Morris PI Group |          |          |
|--|----------------------------|----------|----------|---------------------------|----------|----------|-----------------|----------|----------|
| <b>Total Estimated Annual Cost</b>             | \$177,950.00               |          |          | \$154,150.00              |          |          | \$162,000.00    |          |          |
| Basic Background Check                         | \$2,950.00                 |          |          | \$1,250.00                |          |          | \$1,800.00      |          |          |
| Safety Background Check                        | \$1,600.00                 |          |          | \$1,450.00                |          |          | \$1,500.00      |          |          |
| CA POST Background Check                       | \$1,600.00                 |          |          | \$1,450.00                |          |          | \$1,200.00      |          |          |
| <b>Evaluator #</b>                             | <b>1</b>                   | <b>2</b> | <b>3</b> | <b>1</b>                  | <b>2</b> | <b>3</b> | <b>1</b>        | <b>2</b> | <b>3</b> |
| <b>A. Statement of Qualifications (Max 40)</b> | 19                         | 15       | 15       | 20                        | 15       | 15       | 19              | 17       | 20       |
| <b>B. Written Technical Approach (Max 30)</b>  | 15                         | 10       | 15       | 26                        | 15       | 15       | 22              | 15       | 20       |
| <b>C. Proposed Costs (Max 30)</b>              | 18                         | 18       | 18       | 21                        | 21       | 21       | 20              | 20       | 20       |
| <b>Sum of Proposal Scores</b>                  | 52                         | 43       | 48       | 67                        | 51       | 51       | 61              | 52       | 60       |
| <b>Proposal Rankings</b>                       | 9                          | 9        | 9        | 6                         | 8        | 8        | 8               | 7        | 7        |
| <b>Total Sum of Ranking</b>                    | <b>27</b>                  |          |          | <b>22</b>                 |          |          | <b>22</b>       |          |          |

| Vendor   | Yarbrough Veritas |          |          | Hall Investigations |          |          |
|--|-------------------|----------|----------|---------------------|----------|----------|
| <b>Total Estimated Annual Cost</b>             | \$126,400.00      |          |          | \$107,800.00        |          |          |
| Basic Background Check                         | \$800.00          |          |          | \$1,000.00          |          |          |
| Safety Background Check                        | \$1,200.00        |          |          | \$1,000.00          |          |          |
| CA POST Background Check                       | \$1,200.00        |          |          | \$1,400.00          |          |          |
| <b>Evaluator #</b>                             | <b>1</b>          | <b>2</b> | <b>3</b> | <b>1</b>            | <b>2</b> | <b>3</b> |
| <b>A. Statement of Qualifications (Max 40)</b> | 20                | 17       | 20       | 18                  | 17       | 20       |
| <b>B. Written Technical Approach (Max 30)</b>  | 20                | 15       | 20       | 22                  | 22       | 20       |
| <b>C. Proposed Costs (Max 30)</b>              | 26                | 26       | 26       | 30                  | 30       | 30       |
| <b>Sum of Proposal Scores</b>                  | 66                | 58       | 66       | 70                  | 69       | 70       |
| <b>Proposal Rankings</b>                       | 7                 | 6        | 6        | 5                   | 5        | 5        |
| <b>Total Sum of Ranking</b>                    | <b>19</b>         |          |          | <b>15</b>           |          |          |

\* Basic Background Check (*Executive Management, Administrative Managers, other*)

\* Safety Background Check (*Firefighters, Firefighter Trainees, Hand Crew Firefighter, Fire Comm. Dispatcher*)

\* CA POST Background Check (*Arson Investigator/Peace Officer*)



**ORANGE COUNTY FIRE AUTHORITY**  
**JA2059 – Investigative Services**  
**Summary of Proposals and Evaluation Results for**  
**Pre-employment Background Investigative Services**

After the initial proposal evaluations were completed, the top four vendors were invited to participate in interviews for Pre-employment Background Investigative Services. The following scores reflect the final scoring after interviews.

| <b>Vendor</b>                                  | <b>Internal Affairs Connections</b> |          |          | <b>Summit Security Services</b> |          |          |
|--|-------------------------------------|----------|----------|---------------------------------|----------|----------|
| <b>Total Estimated Annual Cost</b>             | \$131,400.00                        |          |          | \$114,100.00                    |          |          |
| Basic Background Check                         | \$1,800.00                          |          |          | \$220.00                        |          |          |
| Safety Background Check                        | \$1,200.00                          |          |          | \$1,100.00                      |          |          |
| CA POST Background Check                       | \$1,200.00                          |          |          | \$1,500.00                      |          |          |
| <b>Evaluator #</b>                             | <b>1</b>                            | <b>2</b> | <b>3</b> | <b>1</b>                        | <b>2</b> | <b>3</b> |
| <b>A. Statement of Qualifications (Max 40)</b> | 26                                  | 30       | 30       | 32                              | 32       | 32       |
| <b>B. Written Technical Approach (Max 30)</b>  | 22                                  | 23       | 25       | 23                              | 23       | 23       |
| <b>C. Proposed Costs (Max 30)</b>              | 25                                  | 25       | 25       | 28                              | 28       | 28       |
| <b>D. Interview (Max 30)</b>                   | 15                                  | 15       | 20       | 20                              | 15       | 20       |
| <b>Sum of Proposal Scores</b>                  | 88                                  | 93       | 100      | 103                             | 98       | 103      |
| <b>Proposal Rankings</b>                       | 4                                   | 4        | 4        | 3                               | 3        | 3        |
| <b>Total Sum of Ranking</b>                    | <b>12</b>                           |          |          | <b>9</b>                        |          |          |

Best and Final Offers were requested from RCS Investigations and Sintra Group. The highest ranking firms after interviews.

| <b>Vendor</b>                                  | <b>RCS Investigations</b> |          |          | <b>Sintra Group</b> |          |          |
|--|---------------------------|----------|----------|---------------------|----------|----------|
| <b>Total Estimated Annual Cost</b>             | \$165,600.00              |          |          | \$173,750.00        |          |          |
| Basic Background Check                         | \$1,500.00                |          |          | \$5,000.00          |          |          |
| Safety Background Check                        | \$1,550.00                |          |          | \$1,450.00          |          |          |
| CA POST Background Check                       | \$1,550.00                |          |          | \$1,875.00          |          |          |
| <b>Evaluator #</b>                             | <b>1</b>                  | <b>2</b> | <b>3</b> | <b>1</b>            | <b>2</b> | <b>3</b> |
| <b>A. Statement of Qualifications (Max 40)</b> | 36                        | 38       | 36       | 38                  | 38       | 38       |
| <b>B. Written Technical Approach (Max 30)</b>  | 25                        | 26       | 26       | 28                  | 28       | 28       |
| <b>C. Proposed Costs (Max 30)</b>              | 20                        | 20       | 20       | 19                  | 19       | 19       |
| <b>D. Interview (Max 30)</b>                   | 30                        | 30       | 30       | 25                  | 25       | 25       |
| <b>Sum of Proposal Scores</b>                  | 111                       | 114      | 112      | 110                 | 110      | 110      |
| <b>Proposal Rankings</b>                       | 1                         | 1        | 1        | 2                   | 2        | 2        |
| <b>Total Sum of Ranking</b>                    | <b>3</b>                  |          |          | <b>6</b>            |          |          |

\* Basic Background Check (*Executive Management, Administrative Managers, other*)

\* Safety Background Check (*Firefighters, Firefighter Trainees, Hand Crew Firefighter, Fire Comm. Dispatcher*)

\* CA POST Background Check (*Arson Investigator/Peace Officer*)

**ORANGE COUNTY FIRE AUTHORITY**  
**JA2059 – Investigative Services**  
**Summary of Proposals and Evaluation Results for**  
**Internal Affairs Investigative Services**

Eleven proposals were received and evaluated for Internal Affairs Investigative Services. After the initial proposal evaluations were completed, the top four vendors were invited to participate in interviews for Internal Affairs Investigative Services. The seven vendors who were not invited to participate in interviews are listed below, and the four vendors that were invited for interviews are shown on the next page.

| Vendor   | BA Investigations |          |          | Norman A. Traub Associates |          |          | Morris PI Group |          |          |
|--|-------------------|----------|----------|----------------------------|----------|----------|-----------------|----------|----------|
| <b>Total Estimated Annual Cost</b>             | \$32,500.00       |          |          | \$37,500.00                |          |          | \$22,500.00     |          |          |
| Hourly Rate                                    | \$130.00          |          |          | \$150.00                   |          |          | \$90.00         |          |          |
| <b>Evaluator #</b>                             | <b>1</b>          | <b>2</b> | <b>3</b> | <b>1</b>                   | <b>2</b> | <b>3</b> | <b>1</b>        | <b>2</b> | <b>3</b> |
| <b>A. Statement of Qualifications (Max 40)</b> | 11                | 12       | 15       | 19                         | 12       | 15       | 19              | 17       | 15       |
| <b>B. Written Technical Approach (Max 30)</b>  | 6                 | 13       | 12       | 14                         | 10       | 15       | 12              | 10       | 15       |
| <b>C. Proposed Costs (Max 30)</b>              | 12                | 12       | 12       | 10                         | 10       | 10       | 17              | 17       | 17       |
| <b>Sum of Proposal Scores</b>                  | 29                | 37       | 39       | 43                         | 32       | 40       | 48              | 44       | 47       |
| <b>Proposal Rankings</b>                       | 11                | 10       | 11       | 10                         | 11       | 10       | 9               | 8        | 9        |
| <b>Total Sum of Ranking</b>                    | <b>32</b>         |          |          | <b>31</b>                  |          |          | <b>26</b>       |          |          |

| Vendor   | Internal Affairs Connections |          |          | Hall Investigations |          |          | Wildan Homeland Solutions |          |          |
|--|------------------------------|----------|----------|---------------------|----------|----------|---------------------------|----------|----------|
| <b>Total Estimated Annual Cost</b>             | \$25,000.00                  |          |          | \$20,000.00         |          |          | \$28,750.00               |          |          |
| Hourly Rate                                    | \$100.00                     |          |          | \$80.00             |          |          | \$115.00                  |          |          |
| <b>Evaluator #</b>                             | <b>1</b>                     | <b>2</b> | <b>3</b> | <b>1</b>            | <b>2</b> | <b>3</b> | <b>1</b>                  | <b>2</b> | <b>3</b> |
| <b>A. Statement of Qualifications (Max 40)</b> | 26                           | 17       | 20       | 18                  | 17       | 15       | 28                        | 20       | 25       |
| <b>B. Written Technical Approach (Max 30)</b>  | 9                            | 15       | 15       | 14                  | 17       | 15       | 17                        | 15       | 15       |
| <b>C. Proposed Costs (Max 30)</b>              | 15                           | 15       | 15       | 19                  | 19       | 19       | 13                        | 13       | 13       |
| <b>Sum of Proposal Scores</b>                  | 50                           | 47       | 50       | 51                  | 53       | 49       | 58                        | 48       | 53       |
| <b>Proposal Rankings</b>                       | 8                            | 7        | 7        | 7                   | 4        | 8        | 6                         | 6        | 6        |
| <b>Total Sum of Ranking</b>                    | <b>22</b>                    |          |          | <b>19</b>           |          |          | <b>18</b>                 |          |          |

| Vendor   | Yarbrough Veritas |          |          |
|--|-------------------|----------|----------|
| <b>Total Estimated Annual Cost</b>             | \$12,500.00       |          |          |
| Hourly Rate                                    | \$50.00           |          |          |
| <b>Evaluator #</b>                             | <b>1</b>          | <b>2</b> | <b>3</b> |
| <b>A. Statement of Qualifications (Max 40)</b> | 15                | 7        | 15       |
| <b>B. Written Technical Approach (Max 30)</b>  | 15                | 5        | 15       |
| <b>C. Proposed Costs (Max 30)</b>              | 30                | 30       | 30       |
| <b>Sum of Proposal Scores</b>                  | 60                | 42       | 60       |
| <b>Proposal Rankings</b>                       | 4                 | 9        | 4        |
| <b>Total Sum of Ranking</b>                    | <b>17</b>         |          |          |

**ORANGE COUNTY FIRE AUTHORITY**  
**JA2059 – Investigative Services**  
**Summary of Proposals and Evaluation Results for**  
**Internal Affairs Investigative Services**

After the initial proposal evaluations were completed, the top four vendors were invited to participate in interviews for Internal Affairs Investigative Services. The following scores reflect the final scoring after interviews.

| <b>Vendor</b>                                  | <b>RCS Investigations</b> |          |          | <b>Summit Security Services</b> |          |          |
|--|---------------------------|----------|----------|---------------------------------|----------|----------|
| <b>Total Estimated Annual Cost</b>             | \$30,000.00               |          |          | \$23,750.00                     |          |          |
| Hourly Rate                                    | \$120.00                  |          |          | \$95.00                         |          |          |
| <b>Evaluator #</b>                             | <b>1</b>                  | <b>2</b> | <b>3</b> | <b>1</b>                        | <b>2</b> | <b>3</b> |
| <b>A. Statement of Qualifications (Max 40)</b> | 34                        | 27       | 30       | 40                              | 40       | 40       |
| <b>B. Written Technical Approach (Max 30)</b>  | 12                        | 10       | 15       | 30                              | 30       | 30       |
| <b>C. Proposed Costs (Max 30)</b>              | 13                        | 13       | 13       | 16                              | 16       | 16       |
| <b>D. Interview (Max 30)</b>                   | 15                        | 15       | 15       | 10                              | 10       | 10       |
| <b>Sum of Proposal Scores</b>                  | 74                        | 65       | 73       | 96                              | 96       | 96       |
| <b>Proposal Rankings</b>                       | 4                         | 4        | 4        | 3                               | 3        | 3        |
| <b>Total Sum of Ranking</b>                    | <b>12</b>                 |          |          | <b>9</b>                        |          |          |

Best and Final Offers were requested from Van Dermynen Maddux and Sintra. The highest ranking firms after interviews.

| <b>Vendor</b>                                  | <b>Van Dermynen Maddux</b> |          |          | <b>Sintra Group</b> |          |          |
|--|----------------------------|----------|----------|---------------------|----------|----------|
| <b>Total Estimated Annual Cost</b>             | \$73,750.00                |          |          | \$30,000.00         |          |          |
| Hourly Rate                                    | \$295.00                   |          |          | \$120.00            |          |          |
| <b>Evaluator #</b>                             | <b>1</b>                   | <b>2</b> | <b>3</b> | <b>1</b>            | <b>2</b> | <b>3</b> |
| <b>A. Statement of Qualifications (Max 40)</b> | 40                         | 35       | 40       | 40                  | 40       | 40       |
| <b>B. Written Technical Approach (Max 30)</b>  | 28                         | 30       | 30       | 27                  | 30       | 30       |
| <b>C. Proposed Costs (Max 30)</b>              | 5                          | 5        | 5        | 13                  | 13       | 13       |
| <b>D. Interview (Max 30)</b>                   | 30                         | 30       | 30       | 25                  | 25       | 27       |
| <b>Sum of Proposal Scores</b>                  | 103                        | 100      | 105      | 105                 | 108      | 110      |
| <b>Proposal Rankings</b>                       | <b>2</b>                   | <b>2</b> | <b>2</b> | <b>1</b>            | <b>1</b> | <b>1</b> |
| <b>Total Sum of Ranking</b>                    | <b>6</b>                   |          |          | <b>3</b>            |          |          |